

## Village of Cobleskill Historic District Review Commission application

### **Village Code § 90-6. Certificate of appropriateness required.**

**No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction, or moving of a landmark or building within an historic district, nor shall any person make any material change in the appearance of such landmark or building, its light fixtures, signs, fences, steps, roofs, siding, windows, sheds, above ground utility structure, or any/all other exterior elements which affect the appearance of a landmark or a building or structure within an historic district, without first obtaining a certificate of appropriateness from the Commission.**

The Village of Cobleskill Historic District Review Commission will hold regular meetings at 7:00pm on the following dates:

Wednesday, Jan 4, 2017	Wednesday, May 3, 2017	Tuesday, Sept 12, 2017
Wednesday, Feb 1, 2017	Tuesday, June 13, 2017	Wednesday, Oct 4, 2017
Wednesday, Mar 1, 2017	Tuesday, July 11, 2017	Wednesday, Nov 1, 2017
Wednesday, Apr 5, 2017	Tuesday, Aug 8, 2017	Wednesday, Dec 6, 2017

You or your representative must meet with the Historic District Review Commission to discuss your project with Commission members. If you have any question please call us at 234-4661, or email [pecsec@midtel.net](mailto:pecsec@midtel.net).

### **AT LEAST NINE CALENDAR DAYS BEFORE THE MEETING DATE**

**You need to bring us all of the following items:**

- **\$25 application fee**
- **Original and 5 collated copies of your application package, to include**
  1. Attached two-page application
  2. Color photographs, at least 3 1/2 inches by five inches in size, of the building facade clearly detailing all portions of the building or landmark subject to change as a result of approval of the application.
  3. Building elevations drawn to scale showing proposed changes on the facade elevations.
  4. A description of existing conditions and proposed changes, including a sketch plan, site plan or subdivision drawing, to scale, showing property lines, building footprints and the relationship of surrounding buildings or structures.
  5. Samples and/or specifications for materials to be used in construction. Specifications may appear on the building facade drawing or on a separate sheet.
  6. Where the proposal includes signs, a scale drawing showing the sign or lettering, including the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination, and a plan showing the sign's location on the property.
  7. One set of 3½" x 5" color photographs, showing clear details of every change that you propose to make (or digital images emailed to [pecsec@midtel.net](mailto:pecsec@midtel.net))
  8. One set of 3½" x 5" color photographs that show your property as seen from the street (or digital images emailed to [pecsec@midtel.net](mailto:pecsec@midtel.net))
  9. One set of 3½" x 5" color photographs of the properties to either side of you (or digital images emailed to [pecsec@midtel.net](mailto:pecsec@midtel.net))

For some projects, additional information will be needed. The Code Officer reviews each application and will ask you to provide that additional information prior to your meeting with the Historic District Review Commission.

Reference information: ([Design Guidelines for the Historic District](#), [Sign Design Guidelines](#), [Historic District Update Survey Part 1](#), [Historic District Update Survey Part 2](#), [Historic District Update Survey Part 3](#), [Historic District Update Survey Part 4](#) are available on our department's web page: <http://www.schohariecounty-ny.gov/CountyWebSite/villcob/planning.html>

**Village of Cobleskill Planning Environment & Codes**  
**378-1A Mineral Springs Rd.**  
**Cobleskill, New York 12043**  
**Telephone 518-234-4661**

**Application Number** \_\_\_\_\_

**Received** \_\_\_\_\_

**Property  
Owner** \_\_\_\_\_

**Applicant** \_\_\_\_\_

**Mailing  
Address** \_\_\_\_\_  
\_\_\_\_\_

**Mailing  
Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax/Email** \_\_\_\_\_

**Fax/Email** \_\_\_\_\_

**Project  
Location** \_\_\_\_\_

**SBL Number** \_\_\_\_\_

\_\_\_\_\_, deposes and says that he is the owner, *or has been duly authorized by the owner* (*"Affidavit by Property Owner"* attached) as the agent of said owner(s), to make and file this application and to perform or have performed the work described in this application; that all statements contained in this application package are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

**The applicant recognizes that** it may be necessary for Village Staff or members of the Historic District Review Commission to conduct an on-site visit of the exterior of the property that is the subject of the application. **The applicant hereby agrees** that such on-site visits may be conducted as deemed necessary. Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Village Staff and/or Commission members. **The applicant further agrees** that by submitting this application, the applicant shall hold harmless the Village of Cobleskill, the Village Staff and/or Commission members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

**Signature of deponent:** \_\_\_\_\_

**Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ **in the year of** \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

## Historic District Review Commission Application

Application is for approval of (circle one below)

Sign

New construction

Addition

Alteration/  
Renovation

Demolition

Other \_\_\_\_\_

### Description of project

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Proposed project schedule \_\_\_\_\_

The Commission's approval is good for twelve months, and may be extended if necessary.

### Comments by Code Enforcement Officer

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Fee for this application for review by the Village of Cobleskill Historic District Review Commission is \$25, payable by cash, check or money order payable to "Village of Cobleskill"

\$25 paid on \_\_\_\_\_ by check # \_\_\_\_\_/money order # \_\_\_\_\_